



## The Hundred of Hoo Primary Academy

### Job Description

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**Position:** Breakfast Club Supervisor

**Responsible to:** Breakfast Club Leader and Principal

**Main Purpose of Role:** To assist in the day to day organisation of the Breakfast Club and supervise and take care of the children in all areas inside and outside of the school

#### Main Functions:

1. To provide full care for the children, including receiving them safely from their parents or carers and to ensure that children reach their classrooms for morning registration. To assist with the provision of breakfast and refreshments.
2. To supervise pupils before school in accordance with the instructions of the Principal or Breakfast Club Leader.
3. To ensure positive behaviour by implementing the school discipline/behaviour policy. To encourage, supervise and sometimes initiate play activities.
4. To ensure that any injury or sickness of pupils is reported immediately to the Breakfast Club Supervisor. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children.
5. To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the eating area is left in a tidy condition.
6. To support in removing and storing tables, benches, chairs and play equipment to storage areas.
7. To check that no pupil remains in outside areas when morning lessons are about to begin.
8. To carry out the above duties in accordance with LAT and The Hundred of Hoo Academy Equal Opportunities Policy.

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**Notes:** The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.